

1.2 (I) POWERS AND DUTIES OF OFFICERS (ADMINISTRATIVE, FINANCIAL AND JUDICIAL)

Sr. No.		Powers and duties (in brief)
1	Director Principal	<p>Powers:</p> <ul style="list-style-type: none">• To work as Head of Department under Rule 13(3) of the Delegation of Financial Power Rules 1978, as notified/ issued by The Finance Department, Chandigarh Administration vide order No. F&PO(5)-2017/13318 dated 22.11.2017.• Administrative approval/financial Sanction (Normal contract or purchases) Rs.1,00,00,000/-• Acceptance of tenders for Negotiated Single Tender/ Contract/Indent of Proprietary Nature Rs.25,00,000/-• Sanction of Claim of Medical Bills from Rs.25,001/-to Rs.1,25,000/- <p><u>Duties:</u></p> <ul style="list-style-type: none">• Process the cases of all Group 'A,B,C & D posts.• Creation / abolition of Posts.• Continuation/ Conversion of posts in consultation with Chandigarh Administration/Govt. of India.• Framing/ Amendments of Recruitment Rules in consultation with Chandigarh Administration.• Recruitment/ Promotion/ Confirmation/ Transfer/ Posting/ against group 'C' & 'D'(Ministerial & Non- Ministerial i.e. Para Medical and Nursing Staff).• Issue of No Dues Certificates/ No Objection Certificate / Forwarding Applications in respect of all posts.• Ordering of Preliminary & regular inquiries and Grant of Honorarium and acceptance of Fee.• Deputation/ Foreign Service (within India).• Admissions of MBBS & PG, B.Sc Courses as per Panjab University schedules.

2.	Additional Director (Administration)	<ul style="list-style-type: none"> • Heading Establishment/ Administrative Branch and processing the cases relating to appointments, postings, transfers, disciplinary action , enquiries/ vigilance enquiries, termination, all court cases except court cases related to contractual staff appointed through various Contractors in GMCH, court cases related to procurement Branch I & II and other court related to Hospital Branch • All other matters relating to Administration and Establishment viz-a-viz preparation and maintenance of Service Books in respect of Group,'C' & 'D' staff except Nursing Staff and other paramedical staff posted in Government Medical College & Hospital, Sector 32, Chandigarh, sanction of Earned leave in respect of Group, 'C' & 'D' staff except Nursing Staff and other paramedical Staff posted in Government Medical College & Hospital, Sector 32, Chandigarh, sanction of TA on tour, LTC, issue of No Objection Certificates as required under the conduct rules, authentication and forwarding of Pension Cases to the AG in respect of Group, 'C' & 'D' staff of the Government Medical College & Hospital, Chandigarh, sanction of Medical Reimbursement upto the limit of Rs. 25,000/- in each case. • Heading communication Cell and processing all cases relating to Communication Cell and IT Centre being attended to by the Office Superintendent (Estt-II) • Processing the cases relating to admission of students, other matters being attended to the Assistant Registrar (Academic)/ Superintendent (Academic) • Sanctions of contingent expenditure upto Rs. 2,00,000/- in each case. Payment of legal charges to the Advocates as per rates determined by LR & works of Store Officer to the extent it is not related to the M.S for the procurement of material and its further disposal. Payment of any kind of purchase and payment to service provider etc. • Sanctions of claims relating to the payments i.e. electricity /water/telephone charges i.e. inevitable payment to avoid penalty charges before due date irrespective of the amount of the bills. • Work of the Store Officer to the extent it is not related with the M.S. shall be routed through the Additional Director (Admn.), for the procurement of material and its further disposal. • Work relating to the Estate Branch. • Work relating to the Legal Cell. • Over all Supervision &Control of Sanitation, Lifts, Security, Horticulture/Beautification.
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3.	Professor of Hospital Administration cum Medical Superintendent	<p>Head of the Department:-</p> <ul style="list-style-type: none"> • Hospital Administration • Procurement Branch-I • Procurement Branch-II • Central Stores (Hospital) • Dietetics • Establishment/ Administration of Nursing Staff • Establishment/ Administration of Para Medical Staff • Processing the cases relating to appointments, postings, transfers, disciplinary action , enquiries/ vigilance enquiries, termination, all court cases related to Hospital Administration Branch-I & II • All other matters relating to Administration and Establishment viz-a-viz preparation and maintenance of Service Books in respect of Group, 'C' - Nursing Staff & paramedical staff • Sanction of Earned leave in respect of Group, 'C' staff of Nursing Staff & paramedical Staff • Sanction of TA in respect of Group, 'C' staff of Nursing Staff & paramedical Staff • LTC in respect of Group, 'C' staff of Nursing Staff & paramedical Staff • Issue of No Objection Certificates as required under the Conduct Rules, in respect of Group, 'C' staff of Nursing Staff & paramedical Staff • Pharmacy Department • Authentication and forwarding of Pension Cases to the AG in respect of Group, 'C' staff. • To work as Head of Office under Rule 13 of the Delegation of Financial Power Rules 1978, as notified by the Finance Department, Chandigarh Administration from time to time • Sanction all kind of purchase expenses upto Rs. 2.00 lac as per rules and formalities,
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(ii) Power and duties of other employees

DUTIES OF PROFESSOR:

Professor is the senior-most faculty member in a department in hierarchy. The duties of professor include providing patient care/lab services depending upon his/her area of specialty, teaching to the undergraduates/ postgraduates and the research work. In addition, senior most Professors are designated as Head of the Department/Head of Unit (wherever applicable) in their department where they lead the department/unit to ensure adequate provision of health care services by the staff working under them and look after the day to day administrative work of their department/unit. Further, Professor also performs administrative duties as assigned by DP from time to time for being Chairman/Member of various administrative committees.

DUTIES OF ASSOCIATE PROFESSOR

Associate Professor is second in rank in hierarchy in the department. The duties of Associate Professor include providing patient care/lab services, teaching to the undergraduates/ postgraduates and the research work. Associate Professor (wherever applicable) also carries out administrative duties of heading a unit and thus providing leadership to the staff working under his/her unit. Further, Associate Professor also performs the administrative duties as assigned from time to time like making of duty roster, procurement of equipment and guiding the research etc. Further, Professor also performs administrative duties as assigned by DP from time to time for being Chairman/Member of various administrative committees.

DUTIES OF ASSISTANT PROFESSOR

Assistant Professor is the first entry into the hierarchy of faculty and ranks 3 in the hierarchy. The duties of Assistant Professor include providing patient care/lab services, teaching to the undergraduates/ postgraduates and the research work. Further, Assistant Professor is also performs the administrative duties as assigned from time to time like making of duty roster, procurement of equipment and guiding the research etc. Further, Professor also performs administrative duties as assigned by DP from time to time for being Chairman/Member of various administrative committees.

Name of the Department NURSING

Sr. No.	Name of the post	Powers and duties (in brief)
1.	Nursing Superintendent (01)	<p><u>Job Summary:</u></p> <p>Nursing Superintendent is responsible to the Medical superintendent in the hospital having 200 or above strength. She is accountable for the safe and efficient running of various Nursing departments in the hospital.</p> <p><u>Duties and Responsibilities (General Administration)</u></p> <ul style="list-style-type: none"> • Participates in the formation of the philosophy of the hospital in general and those specific to nursing services. • To see that all service areas are managed as per their needs. • Utilizing specially trained nurses in that particular area only. • Preparing an organizational chart showing channel of communication. • Determines goals, aims, objectives and policies of the nursing services. • Implements hospital policies and rules through various nursing units. • Decides and recommends personnel and material requirement for running various nursing services departments of the hospital. • Interviews and recruits nursing staff. • Ensures the efficient care rendered in the various nursing departments of the hospital. • Makes regular visits in the hospital and wards. • Takes hospital rounds with the Authority. • Selects and secures proper equipment needed for the hospital. • Looks after the welfare of the patients, their relatives and nursing staff. • Prepare budgets for the nursing departments. • Functions as a member of condemnation boards for linen and other hospital equipments. • Prepares duty roster, plans staff leave & transfer of nursing staff. • Gives counseling and guidance to the subordinate staff. • Maintains disciplines among Nurses and other staff. • Enforces implementation of the hospital rules, regulations, and policies. • Participates in hospital and inter hospital meetings and conferences. • Investigates complaints & takes necessary steps. • Writes & evaluates confidential reports & recommends for promotion. • Plans staff development programs and arrange for in service education & orientation programs. • Reports of any deviation/incident in the hospital to the Authority. • Initiates and participates nursing research.

		<p>General and Office Duties</p> <ul style="list-style-type: none"> • Attends to general correspondence. • Maintains necessary records concerning the nursing staff, confidential reports, and health records, etc. • Submits annual report of the nursing service departments to the Medical superintendent. • Submits annual report of achievement to the Authority. • Participates in professional and community activities. • Maintain cordial relations with public and voluntary workers.
2.	Assistant Nursing Superintendent (08)	<p><u>Job Summary:</u> Responsible to the Nursing Superintendent and assists in the Nursing Service administration of the hospital.</p> <p><u>Nursing Services:</u></p> <ul style="list-style-type: none"> • Officiates in the absence of Nursing Superintendent. • Participates in the formulation of Nursing Care Services, Philosophies, objectives and policies. • Interprets the policies and procedure of the nursing care to subordinate staff and others. • Assists in the recruitment/scrutiny of Nursing Staff. • Allocation of nursing staff in clinical area and delegation of duties. • Maintenance of Nursing service records, i.e., joining, leave record, absentees, resignation, monthly attendance & allocation of nursing staff, etc. • Maintains confidential report and record of the Nursing Staff. • Takes regular routine & supervisory hospital rounds. • Supervises nursing care given to the patients of the assigned units and hospital services. • Submission of statistics of ward, OPD, OTs and of notified diseases. • Receives night report from the night supervisor and report to the Nursing Superintendent. • Dealing of untoward incidents and reporting. • Conducts regular physical verification of hospital stock. • Participates in various hospital committees, i.e., infection control committee, Linen inspection committee, and purchase committee etc. • Participates in various meetings. • Participates in other services of the hospital like disaster management, biomedical waste management, laundry service, pest control service and infection control etc. • Assists in planning, starting, and organizing the new units and extensions of various departments of the hospital. • Initiation of condemnation process of unserviceable articles, old record, and procurement of new articles with the help of Nursing Sisters. • Dealing with RTI files. • Coordinates with various departments of the hospital to run the patient care services smoothly. • Attends to emergency calls.

		<p><u>Educational Functions:</u></p> <ul style="list-style-type: none"> • Assists in planning and implementing staff development programmes. • Guides and counsels Nursing Staff. • Manages the orientation programmes for new Nursing Staff. • Maintains discipline among nursing personnel. <p><u>General duties:</u></p> <ul style="list-style-type: none"> • Escorts Special Visitors, Nursing Superintendent and Medical Superintendent for hospital rounds. • Arranges and participates in various professional activities, e.g., staff education, nurses week celebration and staff meetings etc. • Acts as a Liaison Officer between the Nursing Superintendent and Nursing Staff of the hospital. • Carries out any other duties assigned by the Nursing Superintendent from time to time.
3.	Nursing Sisters (sanctioned posts 63, present strength 54)	<p><u>Job Summary:</u></p> <ul style="list-style-type: none"> ▪ Nursing Sister/Ward Sister is accountable for the nursing care management of a ward or a unit assigned to her/him. She is responsible to the Nursing Superintendent/Deputy Nursing Superintendent/Assistant Nursing Superintendent for her ward management. She takes full charge of the ward and assigns work for various categories of nursing and non-nursing personnel working with her. She is responsible for safety and comfort of the patient in here ward. In a teaching hospital she is expected to ensure good learning fields. <p><u>Direct Patient Care:-</u></p> <ul style="list-style-type: none"> • Ensure proper admission, discharge of her patients. • Plan nursing care and makes patients' assignment as per their nursing needs. Assist in the direct care of the patient as and when required. • She/he sees that total health needs of her/his patients are met. • Ensure safety, comfort and good personal hygiene of her/his patient. • Assist in planning and administration of the therapeutic diet to her patient. • See that helpless patients are regularly fed as per direction. • See that proper observation records of the patient are made and necessary information imparted to the concerned authorities. • Take nursing rounds with staff. • Make rounds with doctors. Assists him in diagnosis and treatment of the patients. • Implementation doctor's instructions concerning patient treatment.

		<ul style="list-style-type: none"> • Assist patient and his/her relatives to adjust in the hospital and its routine • Co-ordinate patient cares with other departments. <p><u>Supervision and Administration:-</u></p> <ul style="list-style-type: none"> • Ensure safe and clean environment for the ward. • Makes duty roster and work assignments. • Indent for ward store and keeps necessary records. • Does regular inventory checking of his/her ward. • Make list for condemnation of articles and submits it to all concerned. • Assist in making list of ward requirements. • Establish and reinforce ward standards prescribed in the procedures and manuals of the ward and the hospital and policies that are in force. • Act as a liaison officer between ward staff and hospital administration. • Maintain discipline among the ward workers e.g. Staff Nurses, medical students and domestic staff. • Deal appropriately with any adverse situation that has occurred in the ward and report to the concerned authorities. • Report about any medico-legal cases in the ward. • Write and submit confidential reports of the staff. • See that medical students get desired learning experience in the ward. <p><u>Educational Functions:-</u></p> <ul style="list-style-type: none"> • Organise orientation programmes for new staff. Organise formal and informal ward teaching, conduct bedside clinics and demonstrations. • Conduct ward conferences/meetings. • Give incidental teaching to patients, relatives, staff nurses, students and the domestic staff. • Guide in formulation of Nursing care studies, and Nursing care plans etc. • Evaluate the staff's performance and submit reports to authorities. • Helps in medical and nursing research. • Encourages staff development in her/his ward.
	<p>Staff Nurses (sanctioned posts 774, present strength 585</p>	<p><u>Job Summary:</u></p> <p>Staff Nurse is a first-level professional nurse who provides direct patient care to one patient or a group of patients assigned to her/him during duty shift. Assists in ward management and supervision. She/he is directly responsible to the ward supervisor.</p>

Direct Patient Care:

- Admits and discharges the patient.
- Maintains personal hygiene and comforts of the patient.
- Attends to the nutritional needs of the patient, prepares invalid's diet and feeds helpless patients.
- Maintained clean and safe environment for the patients.
- Implements and maintains ward policies and routines.
- Co-ordinates patients care with various health team members.

Follows doctor's rounds.

- Performs technical tasks, e.g., administration of medication, assisting doctors in various medical procedures, preparing articles and the patient for medical or nursing procedures, recording vital signs, tube feeding, giving enema, bowel wash dressing, stomach wash, eye and ear-care, collection and sending of specimens, pre and post-operative care. Assists in administration of transfusion, perennial care, baby care etc.
- Helps doctors in diagnosis and treatment.
- Maintains intake and output chart.
- Observes change in-patient's condition and records, takes necessary action and reports to the concerned authority.
- Imparts health education to the patient and his/her family.
- Accompanies very ill patients sent to other departments or transferred to other institutions, if pass.

Ward Management:

- Hands over and takes over the patient and ward equipment and supply.
- Keeps the ward neat and tidy.
- Maintains safety of the ward equipment.
- Prepare and checks ward supplies.
- Assists Ward Supervisor/Sister in Ward management and officiates in her/his absence. Assists in taking inventories.
- Supervises junior Nursing personnel working with her/him.
- Maintains ward record and reports assigned to her/him by the sister incharge.

Educational Functions:

- Participates in clinical teaching both planned and incidental.
- Teaches and guides domestic staff.
- Helps in the orientation of new staff.
- Guides Medical student and junior nurses.

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Name of the Department: ESTABLISHMENT BRANCH-I

Sr. No	Name of the post	Powers and duties (in brief)
1.	Office Superintendent	<ul style="list-style-type: none"> • Powers and duties (in brief) • Being Incharge of the Branch/Section, the main function of the Superintendent is to supervise and examine the cases put up by the dealing hand and ensure that they have been properly dealt as per procedures. If any deficiency is found in the noting/proposal/drafts put up by the dealing hand, he would record his on note giving suggestions and put up the cases to the competent authority for obtaining/according orders on the file. After the orders have been passed by the Competent Authority the file would be marked to the dealing hand for putting up the draft. After draft has been put up he would scrutinize it minutely to see that there is no deviation from the orders passed by the Competent Authority. • To ensure that staff working under him/her is punctual and would mark their attendance daily & also to ensure that all the work allotted to the officials is/are discharged diligently and thoroughly. • To instruct the officials working under his/her control that no delay is allow to occur in the submission of cases & to ensure that records are maintained in proper orders and that the rooms occupied are kept neat and tidy and also to take necessary steps to see that work is not allowed to fall into arrears. • To ensure that the distribution of work in the Branch is generally adequate and also to inspect the tables of officials working under the control in the Branch that fresh receipts and cases are properly and punctually dealt or not. • To get the necessary Instructions/Rules followed properly and to maintain the discipline, health atmosphere and image of department. • To act upon the decision taken and to handle the problem accordingly. • To guide, encourage and motivate the juniors by providing Rules as well as subordinate staff. • To look after and super-wise the entire work of the Branch-I.

		<ul style="list-style-type: none"> • To ensure proper availability and distribution of work of the Branch. • To process the various kind of activities & directions with the employees working in the branch. • To conduct various kind of meetings and to discuss the matter pertaining to the working of issues/policies. • To guide the staff to take up the cases personally on various levels i.e. ADA, DP, SMER and others so that the cases is materialized in a time bound manner. • To sign the drafts regarding orders after getting due approval from the competent authority. • To perform any other duties assigned by the higher Authorities.
2.	Senior Assistant (EA-1)	<ul style="list-style-type: none"> • To deal with all kinds of faculty under Group 'A' posts i.e. Recruitment of Medical Superintendent-cum-Hospital Administration, Deputy Medical Superintendent-cum-Hospital Administration, Senior Lecturer/ Assistant Professor, Reader/Associate Professor, Professors and the post of Director Principal through UPSC. • To deal with filling up all kind of vacant post of faculty under Group 'A' post i.e. Medical Superintendent-cum-Hospital Administration, Deputy Medical Superintendent-cum-Hospital Administration, Senior Lecturer/ Assistant Professor, Reader/Associate Professor, Professors and the post of Director Principal. • Issuance of Appointment letters, Medical, Joining Report and Police Verification etc. of all Direct Recruitment Faculty Officers. • Dealing with all promotion cases through UPSC in respect of Group 'A' faculty post. • Dealing with grant of permission for various aspect, issuance of NOC/Experience certificate, Issuance of Vigilance Clearance Certificate from the Vigilance Department of Chandigarh Administration, forwarding and submission of applications to the higher posts, Acceptance of Resignations, preparation and submission of pension cases in respect of all faculty Group 'A' posts, dealing with court cases, dealing for seeking information under RTI Act-2005 and attending the complaints so received under RTI. • To maintenance of reservation roaster, maintenance of physical handicap roaster, reply with the urgent Lok Sabha Questions, reply of the Audit Memos/Para's raised by the external audit party, preparation the reply of various applications so received from the applicant through RTI Act and also any other duties as assigned by the authorities. • To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references &

		<p>to keep & watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction.</p> <ul style="list-style-type: none"> • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases. • To ensure that the paging of the correspondence portion, noting portion is completed and the file cover of the cases is not in torn conditions & also to ensure the issued the reminders, references of the cases, related to service matter, Creation of posts, drafting of Recruitment rules, preparation of Pension Cases in respect of Group 'A' faculty posts etc. whatsoever. • To look after the work in the absence of leave/vacation taken by the Branch In-charge in addition to their own duties. • Any other duties as assigned by the authorities.
3.	Senior Assistant (EA-2)	<ul style="list-style-type: none"> • To deal with creation of all kinds of posts in respect of Group A, B, C and D i.e. such as faculty under Group 'A' posts i.e. Medical Superintendent-cum-Hospital Administration, Deputy Medical Superintendent-cum-Hospital Administration, Senior Lecturer/ Assistant Professor, Reader/Associate Professor, Professors, Senior Resident, Demonstrator, Para-medical technical posts, Para-medical non-technical posts if any, Ministerial/Clerical posts etc. through Govt. of India. • To deal with Framing/Reviewing/Amendment of Recruitment Rules in respect of all Group A, B, C and D posts in consultation with the Department of Personnel, Chandigarh Administration as well as UPSC. • To deal with preparation and submission the proposal for creation and Recruitment Rules to the Chandigarh Administration as well as Ministry of Health and Family Welfare, Govt. of India as well as UPSC. • To deal with court cases pertaining to the creation of post and Recruitment Rules. • To put up the agendas for discussion in the Chair of Recruitment Committee and deal with all kind of cases pertaining to the Recruitment Rules of Group A, B, C and D posts. • To deal with complaints received under RTI Act-2005 with regard to the post of Creation and Recruitment Rules. • To reply the Audit Paras & other miscellaneous work. • To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references &

		<p>to keep & watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction.</p> <ul style="list-style-type: none"> • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases. • To ensure that the paging of the correspondence portion, noting portion is completed and the file cover of the cases is not in torn conditions & also to ensure the issued the reminders, references of the cases, related to Creation and Recruitment Rules of all Group 'A, B, C and D posts etc. whatsoever. • To look after the work in the absence of leave/vacation taken by the Branch In-charge in addition to their own duties. • Any other duties as assigned by the authorities.
4.	Senior Assistant (EA-3)	<ul style="list-style-type: none"> • To deal with all kinds of service matter with regard to the faculty post of Group A, i.e. such as Medical Superintendent-cum-Hospital Administration, Deputy Medical Superintendent-cum-Hospital Administration, Senior Lecturer/ Assistant Professor, Reader/Associate Professor, Professors and Director Principal. • To deal with maintenance of service books/record in respect of Group 'A' faculty posts. • To deal with grant of permission for various issues, grant of leave, Ex-India Leave, any other kind of leave except academic leave, calculation of leave account in respect of Group 'A' faculty posts. • To deal with grant Annual Increment, grant ACPs, grant LTC/TA/DA, etc. and also get the proposal vetted by the Accounts Functionaries. • To deal with counting of past service in respect of Group 'A' faculty posts. • To deal with preparation and submission of pension cases in respect of Group 'A' faculty posts and also take up the matter with Chandigarh Administration as well as Appropriate Authority. • To deal with court cases pertaining to the service matter as defined above with regard to the post of Group 'A' faculty posts.

		<ul style="list-style-type: none"> • To deal with complaints received under RTI Act-2005 with regard to the posts falls under service matter. • To reply the Audit Paras & other miscellaneous work. • To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction. • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases. • To ensure that the paging of the correspondence portion, noting portion is completed and the file cover of the cases is not in torn conditions & also to ensure the issued the reminders, references of the cases, related to service matter, preparation of Pension Cases in respect of Group 'A' faculty posts etc. whatsoever. • To look after the work in the absence of leave/vacation taken by the Branch In-charge in addition to their own duties. • Any other duties as assigned by the authorities.
5.	Junior Assistant attached with (EA-1)	<ul style="list-style-type: none"> • Assigned the duty to deal the PUCs pertaining to all kinds of faculty under Group 'A' posts i.e. Recruitment of Medical Superintendent-cum-Hospital Administration, Deputy Medical Superintendent-cum-Hospital Administration, Senior Lecturer/ Assistant Professor, Reader/Associate Professor, Professors and the post of Director Principal through UPSC. • To go through the receipt/record and mark the receipt to the Record Keeper/Clerk. • To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary & indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting. • To put up all the PUCs along with relevant file so received in the branch with regard to the post of Group 'A' faculty posts. • To maintain the record/file on proper way and also maintain the reservation roaster, as well as physical handicap roaster.

		<ul style="list-style-type: none"> • To kept the record in proper way in the branch and submitted the relevant file to Senior Assistant whenever it is required. • To put up and deal with all kind of cases pertaining to the seat of EA-1. • To bring the matter to the notice of the dealing Assistant as well as Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction. • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases. • To ensure that the paging of the correspondence portion, noting portion is completed and the file cover of the cases is not in torn conditions & also to ensure the issued the reminders, references of the cases, related to service matter in respect of Group 'A' faculty posts etc. whatsoever. • Any other duties as assigned by the seniors.
6.	Clerk attached with EA-1	<ul style="list-style-type: none"> • Assigned the duties with regard to the posts pertaining to the seat of dealing assistant. • To put up the RTI cases/PUCs pertaining to all kinds of faculty under Group 'A' posts i.e. Recruitment of Medical Superintendent-cum-Hospital Administration, Deputy Medical Superintendent-cum-Hospital Administration, Senior Lecturer/ Assistant Professor, Reader/Associate Professor, Professors and the post of Director Principal through UPSC. • To go through the receipt/record and mark the receipt to the Record Keeper/Clerk. • To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary & indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting. • To put up all other miscellaneous PUCs along with relevant file so received in the branch with regard to the post of Group 'A' faculty posts.

		<ul style="list-style-type: none"> • To maintain and keep the proper record in proper way in the branch and submitted the relevant file to the dealing Assistant within day to day basis. • To put up and deal with all kind of cases pertaining to the seat of EA-1. • To bring the matter to the notice of the dealing Assistant as well as Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction. • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases. • To ensure that the paging of the correspondence portion, noting portion is completed and the file cover of the cases is not in torn conditions & also to ensure the issued the reminders, references of the cases, related to service matter in respect of Group 'A' faculty posts etc. whatsoever. • Any other duties as assigned by the seniors.
7.	Junior Assistant, attached with EA-2	<ul style="list-style-type: none"> • Assigned the duties to put up the PUCs pertaining to all kinds of creation of posts under Group 'A, B, C and D to the immediate seniors/dealing Assistant for taken up quickly action on the references from the Appropriate Authorities. • To put up and submission of the cases with regard to the Recruitment Rules of all kind of posts created under Group A, B, C and D in true manner. • To go through the receipt/record and mark the receipt to the Record Keeper/Clerk. • To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary & indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting. • To put up all the PUCs along with relevant file so received in the branch with regard to the post of Group 'A' faculty posts as well as the posts pertaining to the seat of dealing assistant.

		<ul style="list-style-type: none"> • To maintain and keep the record in proper way in the branch and submitted the relevant file to the dealing Assistant whenever it is required. • To put up the agendas for discussion in the chair of Recruitment Committee and deal with all kind of cases pertaining to the seat of EA-2. • To bring the matter to the notice of the dealing Assistant as well as Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction. • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases. • To ensure that the paging of the correspondence portion, noting portion is completed and the file cover of the cases is not in torn conditions & also to ensure the issued the reminders, references of the cases, related to Creation and Recruitment Rules of all Group 'A, B, C and D posts etc. whatsoever. • Any other duties as assigned by the seniors.
8	Junior Assistant, attached with EA-3	<ul style="list-style-type: none"> • To put up all kind of service record with regard to the faculty post of Group A, i.e. such as Medical Superintendent-cum-Hospital Administration, Deputy Medical Superintendent-cum-Hospital Administration, Senior Lecturer/ Assistant Professor, Reader/Associate Professor, Professors and Director Principal. • To put up & maintenance of service books/record in respect of Group 'A' faculty posts. • To put up the cases for grant of permission for various issues, grant of leave, Ex-India Leave, any other kind of leave except academic leave, calculation of leave account in respect of Group 'A' faculty posts. • To put up for grant of Annual Increment, grant ACPs, grant LTC/TA/DA, etc. and also get the proposal vetted by the Accounts Functionaries. • To put up for counting of past service in respect of Group 'A' faculty posts.

		<ul style="list-style-type: none"> • To put up for preparation and submission of pension cases in respect of Group 'A' faculty posts and also take up the matter with Chandigarh Administration as well as Appropriate Authority. • To put up for court cases pertaining to the service matter as defined above with regard to the post of Group 'A' faculty posts. • To put up the complaints so received under RTI Act-2005 with regard to the posts falls under service matter/record. • To reply the Audit Paras & other miscellaneous work. • To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction. • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases. • To ensure that the paging of the correspondence portion, noting portion is completed and the file cover of the cases is not in torn conditions & also to ensure the issued the reminders, references of the cases, related to service record, preparation of Pension Cases in respect of Group 'A' faculty posts etc. whatsoever. • Any other duties as assigned by the seniors.
9	Steno-Typist	<ul style="list-style-type: none"> • Collection of information & files and compilation of data in given form. • To deal with making entries in Dak Receipt Register (internal) & Despatch (File Movement) Register from different departments, ADA office, Director Principal's office, Accounts branch of Establishment Branch-I and sending the routine reminders. • Making necessary entries of all kind of PUCs so received in the branch for the faculty posts of Group 'A'. • Maintaining the casual leave record. Maintaining the record of various circulars, orders, permissions, Audit Paras, RTIs, Branch correspondences.

		<ul style="list-style-type: none"> • Taking dictation relating to the branch cases & attend the meetings. • Indenting the items to be received from the Central Store and Keep record of Stockable/consumables in the Stock Register. • To reply the Audit Paras & other miscellaneous work. • Information seeking under RTI Act. • Any duty that may be assigned by the Officer Incharge/Superintendent.
10	File Restorer	<ul style="list-style-type: none"> • To maintain and binding the record in respect of all kind of work dealing with the Establishment Branch-I. • Cleanliness/dusting the records of relevant files and kept intact the record with proper manner. • To record the relevant agendas in the files and collect the office file from the dealing Assistants for binding. • To handle the Photostat Machine of the branch. • Any duty that may be assigned by the Superintendent.
12.	Attendant through outsource	<ul style="list-style-type: none"> • Cleanliness/dusting of tables, chairs and computers etc. in the office areas and Superintendent office room. • Distribution of files & delivers the Dak from branch the officers as well as other branches like dispatch section, Accounts Branch, Stores and other various departments of GMCH as the case may be. • Serving of water & tea to the staff of the Branch. • To collect the office stationery from the Central Stores. • Any duty that may be assigned by the Officer Incharge/Superintendent as well as staff of the Branch.

Name of the Department: Establishment Branch-II

Sr. No	Name of the post	Powers and duties (in brief)
1.	Office	<ul style="list-style-type: none"> • Being Incharge of the Branch/Section the main function of the Superintendent is to Supervise and examine the cases put up

	Superintendent	<p>by the dealing hands and ensure that they have been properly dealt as per procedure. If any deficiency is found in the noting/proposal/drafts put up by the dealing hand, he would record his own note giving suggestions and put up the case to the competent authority for obtaining/according orders on the file.</p> <ul style="list-style-type: none"> • To initiate action for timely furnishing the replies of Audit Paras to the External Audit parties. • Supply the information as asked for under RTI Act within stipulated period • To ensure that staff working under him is punctual and would mark their attendance daily & also to ensure that all the work allotted to the officials are discharged diligently and in time bound manner. • To instruct the officials working under his control that delay is not allowed for submission of cases pertaining to their respective seats and no work is lying pending with them. Records should also be maintained in proper order. • He also looks after that the rooms occupied are kept neat and systematically arranged. • To guide, encourage and motivate the juniors as well as subordinate staff to maintain cordial and healthy working environment and solve the problems in branch, if any. • To guide the staff to take up the cases personally on various levels i.e. MS, DP, SMER and others., so that the case is materialised in a time-bound manner. • Any other duty as assigned by the MS, ADA and DP.
01	Sr. Assistant EA-I with Record Keeper (RK-I)	<ul style="list-style-type: none"> • Recruitment of Senior Residents, Junior Residents, Resident Pathologist, Resident Anaesthetist, Casualty Medical Officer, Demonstrator, Medical Officer, Lady Medical Officer, Emergency Medical Officer. • Issuance of Appointment letter, Medical, Joining Report and Police Verification of Senior Residents, Junior Residents, Resident Pathologists, Resident Anaesthetist, Casualty Medical Officer, Demonstrator, Medical Officer, Lady Medical Officer, Emergency Medical Officer. • Maintaining of Reservation Roster of Senior Residents, Junior Residents, Resident Pathologists, Resident Anaesthetist, Casualty Medical Officer, Demonstrator, Medical Officer, Lady Medical Officer and Emergency Medical Officer. • Maintaining of Physical Handicapped Roster. • Prepare the reply of the Audit Memo/Audit Paras raised by the External Audit party while auditing the purchase case of the imported items. • Prepare the reply of the various application received from applicant through RTI Act, 2005. • Any other duties as assigned by the Higher authorities. •
02	Sr. Assistant EA-II with Record Keeper (RK-II)	<ul style="list-style-type: none"> • • Prepare the reply of the Audit Memo/Audit Paras raised by the External Audit party while auditing the purchase case of the imported items. • Prepare the reply of the various application received from applicant through RTI Act, 2005. • Any other duties as assigned by the Higher authorities.
03	Sr. Assistant EA-III	<ul style="list-style-type: none"> • • Maintenance of service books of Senior Residents, Resident Pathologist, Resident Anaesthetist, Casualty Medical Officer ie.,

	with Record Keeper (RK-III)	<p>attestation of entries in the service books, annual increments, pay fixation, .</p> <ul style="list-style-type: none"> • Issuance of all kinds of leave i.e, Earned Leave, Medical Leave, Extra Ordinary Leave (with pay or without pay), Ex-India Leave, leave encashment of unutilized leave. • TA/DA and registration fee reimbursement • Leave Travel Allowance • Prepare the reply of the various application received from applicant through RTI Act, 2005. • Any other duties as assigned by the Higher authorities.
04	Steno-Typist	<p>Diary, Despatch of files and dak, maintaining CL record, Indenting stationery from Central Store and distribute the same to be dealing hands, stock entry and verification of bills of cartridges and Photostat Machine etc., Dictations and typing work. Other works as assigned by the Superintendent and officers from time to time.</p> <ul style="list-style-type: none"> • To receive all files from different departments, Medical Superintendent's office, Director Principal's office, Accounts and Audit branches • To despatch all the files to different authorities(Director Principal, Medical Superintendent, Deputy Controller (F&A), HODs of various Departments, A.C. (F&A-I &II), Store-Officer after making necessary entries in dispatch register • To maintain Casual/ other leave records of the officials • To receive Dak (PUCs) from Diary & Despatch section, HODs of various departments and distribution of PUCs amongst the Sr. Assistants and R.K.s after making necessary entries in the receipt register • To Indent the stationary & computers etc. from Central stores etc and maintain the record in the stock register. • Dictations by Office Superintendent , and to draft & prepare and send final replies of various letter/information's sought from time to time by Accounts Functionaries, D.P. Office, ADA office, M.S. Office and other branches etc.
05	Attendant	<ul style="list-style-type: none"> • Dusting of tables, chairs and computer etc. in the branch. • Delivers the dak and files from branch to the officers as well as other branches like Despatch Section, Internal Audit Branch/Accounts Branch and various departments of this Institute as the case may be. • The material issued against Indent is being collected by the attendant from the Central Store. • Serves tea/ coffee etc. to the officials working in the branch.

Name of the Department: Establishment Branch-III

Sr. No.	Name of post	Job Description
01	Superintendent Gr-I	Scrutiny of the cases, drafting, dispose-off the day to day assigned works. To ensure general efficiency and also punctuality of the staff and to keep a check on delay in submission of the cases. Will see that the work allotted to the branch is generally equitable. Any other duty that may be assigned by the Officers Incharge of the Institute

02	Senior Assistant	To deal the cases on the various subject matters & put up proposal to the Senior Officers according to facts & provisions of Rules, to pursue the urgent nature cases on personal level
03	Clerk / Junior Assistant	Typing work, Maintain the record of the personal/policy files, Record keeping, Receipt & dispatch of the Dak, Handle the data feeding, Production of Records, put up the various cases to the authorities etc.
04	Junior Scale Stenographer	Dictation work, DAK works, typing work, collection of information and files, compliance of data in given form, opening of files, Maintenance of files, Sending of routine reminder
05	Data Entry Operator	To assist the Computer Programmer/Asstt Computer Programmer for networking amongst all the branches of the Hospital. Help in updation & interlinking the record related to faculty, staff & students with IT Centre. Help in making the new programme for the new projects of the Hospital. Computerize the record of recruitment for the various posts.
06	Safaikaramchari	To cleanliness of OT, OPDs and Office in patient care services on routine basis to restrict the germs and unhygienic elements in working and treatment areas.

Name of the Department: Establishment Branch -IV

Sr. No	Name of the post	Powers and duties (in brief)
1.	Office Superintendent	<ul style="list-style-type: none"> • To supervise all the work pertaining to various contracts i.e. floating of e-tender, verify the wage bills and other related work: Paramedical Services Contract. Housekeeping and Sanitation Services Contract. Hospital Catering Services Contract. Laundry Contract. Round the Clock Security and Fire Prevention Services General Services. Pest Control. Round the Clock Cycle, Scooter & Car Parking Services. Technical and other Skilled Services. SPIC providing DEO's for HIMS project. • Looked after Misc. work including monthly/quarterly/yearly reports. • All work concerning "Swachh Bharat Mission". • Supplying of RTI information. • Supplying of Budget information pertaining to the contracts. • Supervising Court Case/ Arbitration Cases/ ALC/ Labour Court/ District Court cases.

01	Sr. Assistant (EA-I) with Record Keeper (RK-I)	<ul style="list-style-type: none"> • To deal with the work of floating of e-tender, verify the wage bills, Checking of ECRs of EPF/ESI and other related work, pertaining to various contracts as under: Paramedical Services Contract Housekeeping and Sanitation Services Contract Hospital Catering Services Contract Laundry Contract • Preparation of Budget information pertaining to seat. • Preparation of replies to RTI information/ Court Case/ Arbitration Cases/ ALC/ Labour Court case pertaining to above contracts.
02	Sr. Assistant (EA-II) with Record Keeper (RK-II)	<ul style="list-style-type: none"> • To deal with the work of floating of e-tender, verify the wage bills, Checking of ECRs of EPF/ESI and other related work, pertaining to various contracts as under: Round the Clock Security and Fire Prevention Services General Services. Pest Control. Round the Clock Cycle, Scooter & Car Parking Services. • Preparation of Budget information pertaining to the seat. • Preparation of replies to RTI information/ Court Case/ Arbitration Cases/ ALC/ Labour Court/ District Court case pertaining to the above matter.
03	Sr. Assistant (EA-III) with Record Keeper (RK-III)	<ul style="list-style-type: none"> • To deal with the work of floating of e-tender, verify the wage bills, Checking of ECRs of EPF/ESI and other related work, pertaining to various contracts as under: Technical & Other Skilled Services. SPIC providing DEO's for HIMS. • Preparation of Budget information pertaining to the seat. • Preparation of replies to RTI information/ Court Case/ Arbitration Cases/ ALC/ Labour Court/ District Court case pertaining to the above matter. • To deal with all Misc. Work such as complaint of Sexual Harassment, Coordination of Parliamentary Affairs Committee, / Rajya Sabha & Lok Sabha Question/ Citizen Charter/ Census of Employees/Periodical returns/ Computer Networking project of GMCH/ Achievement of GMCH/Reservation of Roster of persons suffering from Disability. • To deal all work concerning "Swatch Bharat Mission".

Name of the Department: Procurement Branch-I

Sr. No	Name of the post	Powers and duties (in brief)
1.	Office Superintendent	<ul style="list-style-type: none"> • Being Incharge of the Branch/Section the main function of the Superintendent is to Supervise and examine the cases put up by the dealing hands and ensure that they have been properly dealt as per procedure. If any deficiency is found in the noting/proposal/drafts put up by the dealing hand, he would record his own note giving suggestions and put up the case to the competent authority for obtaining/according orders on the file. • Prepare the estimated budget as per the requirement of various departments for purchase of equipment and forward the same to account branch for approval of FD, UT, Chandigarh. • Prepare the monthly report regarding utilization of funds under Centrally Sponsored Scheme and DNIT information and other and forward the same to accounts branch for further transmission to the quarter concern. • To obtain the Administrative approval from the competent authority to start the process for purchase of new equipments as well as to place the supply order to L1, as the case may be • To float the tenders for the purchase of various items and equipments to be purchased through PB-I, II & Pharmacy. • To get the cases processed for repair, AMC/ CAMC of equipments installed in the various departments of GMCH. • Convening, conducting and preparing the minutes of various committees related to purchase i.e. TC, LPC, SPC, Repair Committee and Pre-bid Conference. • To release the various consignment of imported equipments from Indira Gandhi International Air Port, New Delhi through our clearing agent. • To initiate action for timely furnishing the replies of Audit Paras to the External Audit parties. • Supply the information as asked for under RTI Act within stipulated period • To ensure that staff working under him is punctual and would mark their attendance daily & also to ensure that all the work allotted to the officials are discharged diligently and in time bound manner. • To instruct the officials working under his control that delay is not allowed for submission of cases pertaining to their respective seats and no work is lying pending with them. Records should also be maintained in proper order. • He also looks after that the rooms occupied are kept neat and systematically arranged. • To guide, encourage and motivate the juniors as well as subordinate staff to maintain cordial and healthy working environment and solve the problems in branch, if any. • To guide the staff to take up the cases personally on various levels i.e. MS, DP, SMER and others., so that the case is materialised in a time-bound manner. • Any other duty as assigned by the MS, ADA and DP.
01	Sr. Assistant (PA-I) with Record Keeper (RK-I)	<p>To process the cases for purchase of imported equipments for different departments i.e. General Medicine, Cardiology, Obstt. & Gynae, Transfusion Medicine, Pathology, Microbiology, Anatomy and Anaesthesia. To open the Letter of Credit with the foreign supplier through our banker. Repair of all the equipments and enter into AMC/CAMC. While processing the cases, the dealing assistant alongwith Record Keeper do the following:</p> <ul style="list-style-type: none"> • To put up office note to obtain the administrative approval from the competent authority as the case may be. • After getting approval, prepare agenda to place the case before the Technical Committee and after recommendations

		<p>press tender is uploaded in the web portal for e-tendering.</p> <ul style="list-style-type: none"> • After receipt of tenders, the same are got evaluated from the user department and the technical evaluation report is placed before Technical Committee for opening price bids. • After price comparison, the case is sent for vetting/approval of account functionaries/competent authority, the case/agenda is prepared to place the before Lower Purchase Committee/Standing Purchase Committee for consideration and recommendations. • On the recommendations of concerned committee, the case put to Competent Authority as the case may be through IAC and the supply order is issued. • After receiving the Bank guarantee and proforma invoice from the awardees firm, the case is processed to open the LC (Letter of Credit) for 80% of advance payment through the assigned bank. • After confirmation of consignment, the case is processed to draw advance for custom duty and the same is forwarded alongwith relevant documents to the freight & forwarder to release the consignment after obtaining the approval of competent authority. • After consignment is received, the relevant documents are forwarded to the Store Officer to get the inspection from the concerned department and satisfactory installation of the equipment • Then after examining the validity of the Bank Guarantee, the case is processed to release the balance 20% payment, Indian Agency Commission, payment of freight & forwarder, adjustment of custom duty released in advance. After this, the case is processed for the final adjustment of advance already drawn for various purposes (i.e. for opening of LC, to release the balance payment etc.) • Further, if any defective arise after the installation, the case is processed accordingly with the concerned firm to rectify the problem in the same manner referred above • After completion of the warranty period, the case is processed for the AMC/Comprehensive Annual Maintenance Contract of the equipment with the concerned firms after completing all the formalities of the tender documents/general financial rules. • The repair case of all the existing equipments is also placed before the Repair Committee to approve the repair estimate and issuance of supply order. • Prepare the reply of the Audit Memo/Audit Paras raised by the External Audit party while auditing the purchase case of the imported items. • Prepare the reply of the various application received from applicant through RTI Act, 2005. • Any other duties as assigned by the Higher authorities.
02	Sr. Assistant (PA-II) with Record Keeper (RK-II)	<p>To process the purchase cases of imported equipments of different departments i.e. Orthopaedics, Physiotherapy, Ophthalmology, Chest & TB, Dermatology, Psychiatry, Community Medicine and Dietetics Deptt. To open the Letter of Credit with the foreign supplier through our banker. Repair of all the equipments and enter into AMC/CAMC. While processing the cases, the dealing assistant alongwith Record Keeper do the following:</p> <ul style="list-style-type: none"> • To put up office note to obtain the administrative approval from the competent authority as the case may be. • After getting approval, prepare agenda to place the case before the Technical Committee and after recommendations

		<p>press tender is uploaded in the web portal for e-tendering.</p> <ul style="list-style-type: none"> • After receipt of tenders, the same are got evaluated from the user department and the technical evaluation report is placed before Technical Committee for opening price bids. • After price comparison, the case is sent for vetting/approval of account functionaries/competent authority, the case/agenda is prepared to place the before Lower Purchase Committee/Standing Purchase Committee for consideration and recommendations. • On the recommendations of concerned committee, the case put to Competent Authority as the case may be through IAC and the supply order is issued. • After receiving the Bank guarantee and proforma invoice from the awardees firm, the case is processed to open the LC (Letter of Credit) for 80% of advance payment through the assigned bank. • After confirmation of consignment, the case is processed to draw advance for custom duty and the same is forwarded alongwith relevant documents to the freight & forwarder to release the consignment after obtaining the approval of competent authority. • After consignment is received, the relevant documents are forwarded to the Store Officer to get the inspection from the concerned department and satisfactory installation of the equipment • Then after examining the validity of the Bank Guarantee, the case is processed to release the balance 20% payment, Indian Agency Commission, payment of freight & forwarder, adjustment of custom duty released in advance. After this, the case is processed for the final adjustment of advance already drawn for various purposes (i.e. for opening of LC, to release the balance payment etc.) • Further, if any defective arise after the installation, the case is processed accordingly with the concerned firm to rectify the problem in the same manner referred above • After completion of the warranty period, the case is processed for the AMC/Comprehensive Annual Maintenance Contract of the equipment with the concerned firms after completing all the formalities of the tender documents/general financial rules. • The repair case of all the existing equipments is also placed before the Repair Committee to approve the repair estimate and issuance of supply order. • Prepare the reply of the Audit Memo/Audit Paras raised by the External Audit party while auditing the purchase case of the imported items. • Prepare the reply of the various application received from applicant through RTI Act, 2005. • Any other duties as assigned by the Higher authorities.
03	Sr. Assistant (PA-V) with Record Keeper (RK-V)	<p>To process the purchase cases of imported equipments of different departments i.e. Dentistry, Paediatrics, Biochemistry, Radiotherapy & Oncology, Forensic Medicine, Pharmacology, Floating of Tenders/ Convening the meetings of various committees i.e. Technical, Lower Purchase, Standing Purchase, Repair Committee and further making amendments in tender documents. To open the Letter of Credit with the foreign supplier through our banker. Repair of all the equipments and enter into AMC/CAMC. While processing the cases, the dealing assistant alongwith Record Keeper do the following:</p> <ul style="list-style-type: none"> • To put up office note to obtain the administrative approval from the competent authority as the case may be.

		<ul style="list-style-type: none"> • After getting approval, prepare agenda to place the case before the Technical Committee and after recommendations press tender is uploaded in the web portal for e-tendering. • After receipt of tenders, the same are got evaluated from the user department and the technical evaluation report is placed before Technical Committee for opening price bids. • After price comparison, the case is sent for vetting/approval of account functionaries/competent authority, the case/agenda is prepared to place the before Lower Purchase Committee/Standing Purchase Committee for consideration and recommendations. • On the recommendations of concerned committee, the case put to Competent Authority as the case may be through IAC and the supply order is issued. • After receiving the Bank guarantee and proforma invoice from the awardees firm, the case is processed to open the LC (Letter of Credit) for 80% of advance payment through the assigned bank. • After confirmation of consignment, the case is processed to draw advance for custom duty and the same is forwarded alongwith relevant documents to the freight & forwarder to release the consignment after obtaining the approval of competent authority. • After consignment is received, the relevant documents are forwarded to the Store Officer to get the inspection from the concerned department and satisfactory installation of the equipment • Then after examining the validity of the Bank Guarantee, the case is processed to release the balance 20% payment, Indian Agency Commission, payment of freight & forwarder, adjustment of custom duty released in advance. After this, the case is processed for the final adjustment of advance already drawn for various purposes (i.e. for opening of LC, to release the balance payment etc.) • Further, if any defective arise after the installation, the case is processed accordingly with the concerned firm to rectify the problem in the same manner referred above • After completion of the warranty period, the case is processed for the AMC/Comprehensive Annual Maintenance Contract of the equipment with the concerned firms after completing all the formalities of the tender documents/general financial rules. • The repair case of all the existing equipments is also placed before the Repair Committee to approve the repair estimate and issuance of supply order. • Prepare the reply of the Audit Memo/Audit Paras raised by the External Audit party while auditing the purchase case of the imported items. • Prepare the reply of the various application received from applicant through RTI Act, 2005. • Any other duties as assigned by the Higher authorities.
04	Sr. Assistant (PA-VII) with Record Keeper (RK-VII)	To process the cases for purchase of imported equipments of different departments i.e. General Surgery, Radiodiagnosis, ENT, Physiology, Genetic Lab., Photography ,CSSD and appointment of clearing agent to release the consignment. To open the Letter of Credit with the foreign supplier through our banker. Repair of all the equipments and enter into AMC/CAMC. Preparing agendas for different committee as the case may be. While processing the cases, the dealing assistant alongwith Record Keeper do the following:

		<ul style="list-style-type: none"> • To put up office note to obtain the administrative approval from the competent authority as the case may be. • After getting approval, prepare agenda to place the case before the Technical Committee and after recommendations press tender is uploaded in the web portal for e-tendering. • After receipt of tenders, the same are got evaluated from the user department and the technical evaluation report is placed before Technical Committee for opening price bids. • After price comparison, the case is sent for vetting/approval of account functionaries/competent authority, the case/agenda is prepared to place the before Lower Purchase Committee/Standing Purchase Committee for consideration and recommendations. • On the recommendations of concerned committee, the case put to Competent Authority as the case may be through IAC and the supply order is issued. • After receiving the Bank guarantee and proforma invoice from the awardees firm, the case is processed to open the LC (Letter of Credit) for 80% of advance payment through the assigned bank. • After confirmation of consignment, the case is processed to draw advance for custom duty and the same is forwarded alongwith relevant documents to the freight & forwarder to release the consignment after obtaining the approval of competent authority. • After consignment is received, the relevant documents are forwarded to the Store Officer to get the inspection from the concerned department and satisfactory installation of the equipment • Then after examining the validity of the Bank Guarantee, the case is processed to release the balance 20% payment, Indian Agency Commission, payment of freight & forwarder, adjustment of custom duty released in advance. After this, the case is processed for the final adjustment of advance already drawn for various purposes (i.e. for opening of LC, to release the balance payment etc.) • Further, if any defective arise after the installation, the case is processed accordingly with the concerned firm to rectify the problem in the same manner referred above • After completion of the warranty period, the case is processed for the AMC/Comprehensive Annual Maintenance Contract of the equipment with the concerned firms after completing all the formalities of the tender documents/general financial rules. • The repair case of all the existing equipments is also placed before the Repair Committee to approve the repair estimate and issuance of supply order. • Prepare the reply of the Audit Memo/Audit Paras raised by the External Audit party while auditing the purchase case of the imported items. • Prepare the reply of the various application received from applicant through RTI Act, 2005. • Any other duties as assigned by the Higher authorities.
05	Data Entry Operator	<p>Floating of E-Tenders (in newspapers), limited tender and uploaded the same on website for the purchase of machinery & equipment, Store Items, Drugs for Pharmacy. ARC of Medical Gases and all kind of ARC for consumable items required for the various departments of GMCH. Convening the meetings of Technical Committee, Pre Bid Conference, Lower Purchase Committee, Standing Purchase Committee, Repair Committee. All the cases are routed by the Data Entry Operator through</p>

		<p>Sr. Assistant (PA-V) for getting the further approval from competent authority through OS (PB-I).</p> <ul style="list-style-type: none"> • Floating Limited tenders /Press Tender for the purchase of different items for all departments of GMCH, from all Purchase Assistants of PB-I, PB-II and from Pharmacy. • To Prepare and dispatch letters after signature from competent authority to different firms for inviting Limited tenders of all files. • To upload tender enquiry for limited tender/Press Tender on the GMCH website through IT, Centre. • To club all the files related to Press Tender and Prepare a Tender Notice for publication on the News Papers through DPR, UT, Chandigarh • To distribute agendas of Pre-Bid to all the members of Pre-Bid conference along with meeting notice • After receiving the agendas from PAs of PB-I, II and Pharmacy Department , case file submitted to fix date and time from competent authority to convene Lower Purchase Committee, Standing Purchase Committee, Technical Committee and Repair Committee. • Prepare combined agendas / Supplementary agendas for Lower Purchase Committee, Standing Purchase Committee, Technical Committee and Repair Committee and distribute to all members of the committee • Make copies of minutes of meeting and distribute to all members of the committee, departments after obtaining the signatures of Competent Authority duly approved by D.P • To put up office note for distribution of Honorarium to the outsides members of the different purchase committee and issue sanction order for the same • To process the case for the payment of Refreshment Bills/Advertisement bills. • To put up office note for constitution of different purchase committees
06	Jr. Scale Stenographer	<p>Diary, Despatch of files and dak, maintaining CL record, Indenting stationery from Central Store and distribute the same to be dealing hands, stock entry and verification of bills of cartridges etc., Dictations and typing of minutes from Chairman of different committees i.e. Technical Committee, Lower Purchase Committee, Standing Purchase Committee, Repair Committee and Pre-bid conference. Other works as assigned by the Superintendent and Medical Superintendent from time to time.</p> <ul style="list-style-type: none"> • To receive all files from different departments, Medical Superintendent's office, Director Principal's office, Accounts and Audit branches • To despatch all the files to different authorities(Director Principal, Medical Superintendent, Deputy Controller (F&A), HODs of various Departments, A.C. (F&A-I &II), Store-Officer after making necessary entries in dispatch register • To maintain Casual/ other leave records of the officials • To receive Dak (PUCs) from Diary & Despatch section, HODs of various departments and distribution of PUCs amongst the Sr. Assistants and R.K.s after making necessary entries in the receipt register • To Indent the stationary & computers etc. from Central stores etc and maintain the record in the stock register. • Dictations by Office Superintendent-I , and to draft & prepare and send final replies of various letter/information's sought from time to time by Accounts Functionaries, D.P. Office, ADA office, M.S. Office and other branches etc. • Dictations and preparation of minutes from Chairman of different meetings e.g. Technical Committee, Lower Purchase

		Committee, Standing Purchase Committee, Repair Committee and Pre-bid conference.
07	File Restorer	<ul style="list-style-type: none"> • He binds all the agendas of various committees i.e. Technical Committee, Lower Purchase Committee, Standing Purchase Committee, Repair Committee and Pre-bid conference. • Properly maintain all the files of PB-I by changing file covers, arranging them equipment/ department wise to make them easily available for all. • The minutes of various committees i.e. Technical, Repair, SPC, LPC are got signed from the internal and external members of these committee. • Photostat work of the branch.
08	Attendant	<ul style="list-style-type: none"> • Dusting of tables, chairs and computer etc. in the branch. • Delivers the dak and files from branch to the officers as well as other branches like Despatch Section, Internal Audit Branch/Accounts Branch and various departments of this Institute as the case may be. • The material issued against Indent is being collected by the attendant from the Central Store. • Serves tea/ coffee etc. to the officials working in the branch. • Making the board room/ committee room ready for various meetings related to Purchase.

Name of the Department: Procurement Branch-II

Sr. No	Name of the post	Powers and duties (in brief)
1.	Office Superintendent	<ul style="list-style-type: none"> • Being Incharge of the Branch/Section his main function is to scrutinize the cases put up by the dealing hands thoroughly and ensure that they have been properly dealt with and are complete in all respects with previous papers, policy and precedents, if any. If any deficiency is found in the noting done by the dealing hand, he would record his on note giving suggestions and put up the case to the competent authority for obtaining/according orders on the file. After the orders have been passed by the Competent Authority the file would be marked to the dealing hand for putting up the draft. After draft has been put up he would scrutinize it minutely to see that there is no deviation from the orders passed by the Competent Authority. • To ensure that staff working under him/her is punctual and would mark their attendance daily & also to ensure that all the work allotted to the officials is/are discharged diligently and thoroughly. • To instruct the officials working under his/her control that no delay is allow to occur in the submission of cases & to ensure that records are maintained in proper orders and that the rooms occupied are kept neat and tidy and also to take necessary steps to see that work is not allowed to fall into arrears. • To ensure that the distribution of work in the Branch is generally adequate and also to inspect the tables of officials working under the control in the Branch that fresh receipts and cases are properly and punctually dealt or not. • To get the necessary Instructions/Rules followed properly and to maintain the discipline, health atmosphere and image of department.

		<ul style="list-style-type: none"> • To act upon the decision taken and to handle the problem accordingly. • To guide, encourage and motivate the juniors by providing Rules as well as subordinate staff. • To look after and super-wise the entire work of Procurement Branch-II. • To ensure proper availability and distribution of work of the Branch. • To process the various kind of purchase & directions with the employees working in the branch. • To conduct various kind of meetings and to discuss the matter pertaining to the working of issues/policies. • To sign the drafts regarding supply orders & sanction for releasing of payments after getting due approval from the competent authority. • To perform any other duties assigned by the Authorities.
2.	Senior Assistant (PA-4)	<p>To deal with all kinds of purchase of department of, Community Medicine, RHTC Palsora, UHTC-44, Chandigarh, CSSD, Central Stores of GMCH (all kinds of purchase like consumable/non-consumables with ARC cases of suture materials, purchase of vehicles, purchase of stationery through Printing Press, UT, Chandigarh, Purchase for Hostel & Misc. work, requirement of purchase from Emergency deptt., DP/ADA/MS/DMS office if any and purchase pertaining to furniture items & setting up Laboratories of the Block-E, GMCH.</p> <ul style="list-style-type: none"> • To go through the receipt/record and mark the receipt to the Record Keeper/Clerk. • To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary & indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting. • To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the sanction. • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases like-wise Parliament Questions or other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases. • To ensure that the paging of the correspondence portion, noting portion is complete and the file cover of the cases is not in torn conditions & also to ensure the issue of reminders, references of the cases, release of EMDs, taking/maintaining performance Bank Guarantees etc. whatsoever. • To look after the work in the absence of leave/vocation taken by the Incharge of the Branch in addition to their own duties. • Assigned the duty to deal the PUCs pertaining to the procurement of indigenous items/goods, all surgical/consumable, Stationery items for the Central Stores and purchase/approval of all kind of motor vehicles (Mammography Van, Hi-tech Ambulance, Mini Truck, Hearsh Van etc., Air Conditioners, Furniture items for all the departments of the hospital. • To purchase the cases related to Bio-medical Waste/Shredded (Autoclave Disinfectant). • To purchase/repair/AMC/CAMC of Adhaar Biometric Attendance Machine.

		<ul style="list-style-type: none">• Purchase/ARC of Surgical/consumable items of Central Stores.• Purchase/ARC of disposable consumable items of Central Stores.• To deal the bills of various departments received through Central Stores for releasing the payments.• To deal & release of EMDs & Bank Performance Guarantees received from the respective firms.• To place the cases before the Core Committee, Technical Committee, Lower Purchase Committee, Standing Purchase Committee & Repair Committee etc. of their respective seats.• To reply the Audit Paras & other miscellaneous purchase work.• Information seeking under RTI Act.• Any duty that may be assigned by the Officer Incharge/Superintendent.
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3.	Senior Assistant (PA-3)	<p>To deal with all kinds of indigenous purchase for the department of Anaesthesia, Dentistry, ENT, General Medicine, Cardiology, Obstt. & Gynae, Orthopaedics, General Surgery, MRD, Dermatology, Nursing & College of Nursing, Pharmacy requirement if any, ARC of Medical Gases, purchase/refilling of Cylinders etc.</p> <ul style="list-style-type: none"> • To go through the receipt/record and mark the receipt to the Record Keeper/Clerk. • To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary & indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting. • To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the sanction. • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases like-wise Parliament Questions or other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases. • To ensure that the paging of the correspondence portion, noting portion is complete and the file cover of the cases is not in torn conditions & also to ensure the issue of reminders, references of the cases, release of EMDs, taking/maintaining performance Bank Guarantees etc. whatsoever. • To look after the work in the absence of leave/vocation taken by the Incharge of the Branch in addition to their own duties. • All kind of indigenous purchase/AMC/CAMC/Repair cases of the respective departments as mentioned above. • ARC of all Medical Gases such as Nitrous Oxide Gas, Carbon-Dioxide Gas, Nitrogen Gas, Medical Oxygen Gas (Cylinder Type) & Liquid Medical Oxygen Gas. • Purchase of computer stickers & other items related to the MRD Section. • Purchase of various instruments/equipments/OT. Lights/ OT Tables etc. for Operation Theaters along with Repair/AMC/CAMC related to departments mentioned above. • To deal with the cases for releasing payments/bills received through Central Stores. • To deal & release of EMDs & Bank Performance Guarantees received from the respective firms. • To place the cases before the Core Committee, Technical Committee, Lower Purchase Committee, Standing Purchase Committee & Repair Committee etc. of their respective seats. • To reply the Audit Paras & other miscellaneous purchase work. • Information seeking under RTI Act. • Any duty that may be assigned by the Officer Incharge/Superintendent.
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4.	Senior Assistant (PA-6)	<p>To deal with all kinds of purchase for department of Transfusion Medicine, I.T Centre, Physiology, Forensic Medicine, Radiodiagnosis, Radiotherapy, Dietetics, Psychiatry, Genetic Centre, MHI, & requirement for purchase of DC(F&A), Accounts, Audit, Assistant Registrar (Academic), Legal Cell, if any.</p> <ul style="list-style-type: none"> • To go through the receipt/record and mark the receipt to the Record Keeper/Clerk. • To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary & indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting. • To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the sanction. • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases like-wise Parliament Questions or other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases. • To ensure that the paging of the correspondence portion, noting portion is complete and the file cover of the cases is not in torn conditions & also to ensure the issue of reminders, references of the cases, release of EMDs, taking/maintaining performance Bank Guarantees etc. whatsoever. • To look after the work in the absence of leave/vocation taken by the Incharge of the Branch in addition to their own duties. • ARC of x-ray waste fixer • ARC of diagnostic & reagent kits (Transfusion Medicine) • Indigenous purchase of DART under MHI • ARC of X-ray, Mammography Films, CT Scan Films, MRI Films. • Purchase of updates of library software through I.T. Centre. • ARC of X-ray Chemicals & USG jelly for deptt. of Radiodiagnosis. • To purchase of Desktop computers/Laptops/Printers & computer peripherals items including AMC/CAMC of entire hospital received through I.T. Centre. • To deal & release of EMDs & Bank Performance Guarantees received from the respective firms. • To place the cases before the Core Committee, Technical Committee, Lower Purchase Committee, Standing Purchase Committee & Repair Committee etc. of their respective seats. • To reply the Audit Paras & other miscellaneous purchase work • Information seeking under RTI Act. • Any duty that may be assigned by the Officer Incharge/Superintendent.
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5.	Senior Assistant (PA-8)	<ul style="list-style-type: none"> • Assigned the duty to deal the PUCs pertaining to all types of indigenous purchase for the department of Pulmonary Medicine, Ophthalmology, Paediatrics, Biochemistry, Microbiology, ARC of Reagents Kit/Chemicals etc., Pathology, Anatomy, Pharmacology, Communication Cell, Library, ARC if any, OS(E-I, II, III & IV, Estate Branch & OS (HA-I & II) Branches respectively also requirement if any. • To go through the receipt/record and mark the receipt to the Record Keeper/Clerk. • To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary & indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting. • To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the sanction. • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases like-wise Parliament Questions or other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases. • To ensure that the paging of the correspondence portion, noting portion is complete and the file cover of the cases is not in torn conditions & also to ensure the issue of reminders, references of the cases, release of EMDs, taking/maintaining performance Bank Guarantees etc. whatsoever. • To look after the work in the absence of leave/vocation taken by the Incharge of the Branch in addition to their own duties. • ARC of diagnostic & reagent kits (Biochemistry, Microbiology) & respective departments as mentioned above. • ARC of chemicals (Pathology, Microbiology, Biochemistry) & respective departments as mentioned above. • Cases for releasing payments/bills received through Central Stores. • Repair/AMC/CAMC of equipments related to above departments. • To deal & release of EMDs & Bank Performance Guarantees received from the respective firms. • To place the cases before the Core Committee, Technical Committee, Lower Purchase Committee, Standing Purchase Committee & Repair Committee etc. of their respective seats. • To reply the Audit Paras & other miscellaneous purchase work. • Information seeking under RTI Act. • Any duty that may be assigned by the Officer Incharge/Superintendent.
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6.	Junior Scale Stenographer	<ul style="list-style-type: none"> • Collection of information & files and compilation of data in given form. • To deal with making entries in Dak Receipt Register (internal) & Despatch (File Movement) Register of indigenous Purchase Branch-II and sending of routine reminders. • Making entries of Photocopier (Ricoh) readings in the Photostat Register along with stock entry & verify the bills of Toner. • Maintaining the casual leave record. Maintaining the record of various circulars, orders, sanctions, supply orders, Audit Paras, RTIs, Branch correspondences. • Taking dictation relating to the branch cases & attend the meetings. • Indenting the items to be received from the Central Store and Keep record of Stockable/consumables in the Stock Register. • Prepare & consolidate budget information, RTI, Audit Memo & various other information as sought, relating to Procurement Branch-II. • To reply the Audit Paras & other miscellaneous purchase work. • Information seeking under RTI Act. • Any duty that may be assigned by the Officer Incharge/Superintendent.
7.	Junior Assistant, attached with PA-8	<ul style="list-style-type: none"> • Assigned the duty to put-up & deal the PUCs pertaining to all types of indigenous purchase for the department of Pulmonary Medicine, Ophthalmology, Paediatrics, Biochemistry, Microbiology, ARC of Reagents Kit/Chemicals etc., Pathology, Anatomy, Pharmacology, Communication Cell, Library, ARC if any, OS(E-I, II, III & IV, Estate Branch & OS (HA-I & II) Branches respectively also requirement if any. • ARC of diagnostic & reagent kits (Biochemistry, Microbiology) & respective departments as mentioned above. • ARC of chemicals (Pathology, Microbiology, Biochemistry) & respective departments as mentioned above. • Putting up the bills of various departments received through Central Stores for releasing the payments. • To invite limited tender/tender under quotation/press tender through e-tendering system & up-loading press tenders and price bids on web-portal. • To place the cases before the Core Committee, Technical Committee, Lower Purchase Committee, Standing Purchase Committee & Repair Committee etc. of their respective seats. • To put up & release of EMDs & Bank Performance Guarantees received from the respective firms. • Put up the files for issuance of reminders to the various firms with regard to different purchase cases. • Repair, AMC/CAMC of equipments of above departments • To reply the Audit Paras & other miscellaneous purchase work. • Information seeking under RTI Act. • Any duty that may be assigned by the Officer Incharge/Superintendent.

8.	Clerk, attached with PA-6	<ul style="list-style-type: none"> • All the purchases, repair, e-tendering work, AMC/CAMC of equipments etc., of following departments:- Transfusion Medicine, I.T Centre, Physiology, Forensic Medicine, Radiodiagnosis, Radiotherapy, Dietetics, Psychiatry, Genetic Centre, MHI, & requirement for purchase of DC(F&A), Accounts, Audit, Assistant Registrar (Academic), Legal Cell, if any. • ARC of x-ray waste fixer • Indigenous purchase of DART under MHI. • Purchase of updates of library software through I. T Centre. • ARC of diagnostic & reagent kits (Transfusion Medicine) • ARC of X-ray, Mammography Films, CT Scan Films, MRI Films. • ARC of X-ray Chemicals & USG jelly for deptt. of Radiodiagnosis. • To purchase of Desktop computers/Laptops/Printers & computer peripherals items including AMC/CAMC of entire hospital received through I.T. Centre. • Putting up the bills of various departments received through Central Stores for releasing the payments. • To put up & release of EMDs & Bank Performance Guarantees received from the respective firms. • To place the cases before the Core Committee, Technical Committee, Lower Purchase Committee, Standing Purchase Committee & Repair Committee etc. of their respective seats. • Upload/publish/open the tender through e-tendering on website portal of GMCH as well as to invite/open limited tender & tender under quotation of various equipment/Instruments. • To reply the Audit Paras & other miscellaneous purchase work. • Information seeking under RTI Act. • Any duty that may be assigned by the Officer Incharge/Superintendent.
9.	Clerk, attached with PA-4	<ul style="list-style-type: none"> • Assigned the duty to put-up the PUCs pertaining to the procurement of indigenous items/goods, all surgical/consumable, Stationery items for the Central Stores and purchase/approval of motor vehicle, Air Conditioners, Furniture items for all the departments of the hospital. • Putting up the bills of various departments received through Central Stores for releasing the payments. • To put up the cases related to Bio-medical Waste/Shredded (Autoclave Disinfectant). • To put up the cases for purchase/ARC of Surgical/consumable items of Central Stores. • To put up the cases for purchase/ARC of disposable consumable items of Central Stores. • To put up & release of EMDs & Bank Performance Guarantees received from the respective firms. • To place the cases before the Core Committee, Technical Committee, Lower Purchase Committee, Standing Purchase Committee & Repair Committee etc. of their respective seats. • Upload/publish/open the tender through e-tendering on website portal of GMCH as well as to invite/open limited tender & tender under quotation of various equipment/Instruments • To put up the files for issuance of reminders to the various firms with regard to different purchase cases. • To reply the Audit Paras & other miscellaneous purchase work. • Information seeking under RTI Act.

		<ul style="list-style-type: none"> • Any duty that may be assigned by the Officer Incharge/Superintendent.
10.	DEO-cum-Record Keeper through SPIC attached with PA-3	<ul style="list-style-type: none"> • Assigned the duty to put-up the PUCs pertaining to the departments of Anaesthesia & Intensive Care, CSSD, Dentistry, Dermatology, ENT, Genetic Centre, General Medicine, General Surgery, Nursing, Obstt. & Gynae, Orthopaedics, Ophthalmology, Paediatrics, Pulmonary Medicine, Psychiatry, Repair, AMC/CAMC of equipments. • To put the cases for purchase/ARC of all Medical Gases such as Nitrous Oxide Gas, Carbon-Dioxide Gas, Nitrogen Gas, Medical Oxygen Gas (Cylinder Type) & Liquid Medical Oxygen Gas. • Putting up the bills of various departments received through Central Stores for releasing the payments • To put up & release of EMDs & Bank Performance Guarantees received from the respective firms. • To place the cases before the Core Committee, Technical Committee, Lower Purchase Committee, Standing Purchase Committee & Repair Committee etc. of their respective seats. • Upload/publish/open the tender through e-tendering on website portal of GMCH as well as to invite/open limited tender & tender under quotation of various equipment/Instruments • To put up the files for issuance of reminders to the various firms with regard to different purchase cases. • To put up the reply of Audit Paras & other miscellaneous purchase work. • Information seeking under RTI Act. • Any duty that may be assigned by the Officer Incharge/Superintendent.
11	Data Entry Operator through SPIC	<ul style="list-style-type: none"> • Preparing the drafts & quotation letters for the purchase of various items. • Preparing the Sanction orders & Supply orders received from the various seats of Procurement Branch-II to be issued to the various firms. • Preparing draft proposal under GFR-145, 146,151 & 154. • Preparing draft of committee orders whenever required & preparing Price Comparative Statement received through the Store/DMS-Hospital Admn. if any. • Preparing of draft for other miscellaneous purchase work. • Any duty that may be assigned by the Officer Incharge/Superintendent.
12.	Attendant through outsource	<ul style="list-style-type: none"> • Cleanliness/dusting of office areas and Superintendent office room. • Serving of water & tea to the staff of the Branch. • Distribution of files & Dak to other branches/departments. • To collect the office stationery from the Central Stores. • Any duty that may be assigned by the Officer Incharge/Superintendent as well as staff of the Branch.

Name of the Department: HOSPITAL ADMINISTRATION-I

Sr. No.	Senior Assistant	Nature of work being handled
1	Senior Assistant (EA-I) vacant	<ul style="list-style-type: none"> • To deal all establishment matter i.e. pay fixation cases, ACP cases and to maintain service books of staff nurses and with the help of Junior Assistant for staff nurses having Sr. 01 to 520. • Cases of all kind of leave which are received in respect of Nursing Staff and check the necessary entry made by the Junior Assistant. • Matters related to Direct Contract Staff. • Seniority List of ANS • Promotion cases of ANS and Nursing Sister (DPC) <p>And all the following cases which needs more concentration and consume lots of time to deal them in respect of above mentioned nursing staff:-</p> <ul style="list-style-type: none"> • Court cases • RTI cases • All disciplinary cases
2	Senior Assistant (EA-2)	<ul style="list-style-type: none"> • To deal all establishment matter i.e. pay fixation cases, ACP cases and to maintain service books of staff nurses and Assistant Nursing Superintendent (ANS) with the help of Junior Assistant for staff nurses having Sr. 521 to 900 and ANS 09 Nos. • Cases of all kind of leave which are received in respect of Nursing Staff and check the necessary entry made by the Junior Assistant. • All ACR Files & work related to ACR Files • All work related to Selection files record. <p>And all the following cases which needs more concentration and consume lots of time to deal them in respect of above mentioned Nursing Staff:-</p> <ul style="list-style-type: none"> • Court cases • RTI cases • All disciplinary cases <p>In addition to above all works of Senior Assistant EA-I due to non posting of senior assistant since 31.12.2015.</p>
3	Senior Assistant (EA-3)	<ul style="list-style-type: none"> • To deal all establishment matter i.e. pay fixation cases, ACP cases and to maintain service books of staff nurses, Nursing Sisters with the help of Junior Assistant for staff nurses having Sr. 901 to 1165 and Nursing Sister (67 Nos. sanctioned posts). • Cases of all kind of leave which are received in respect of Nursing Staff and check the necessary entry made by the Junior Assistant. • Verification of Antecedents and Character and various certificates of newly jointed Staff Nurses. (fresh joining is a regular process due to frequent resignation by the Staff nurses.

		<ul style="list-style-type: none"> • Work related to Deputation Staff. <p>And all the following cases which needs more concentration and consume lots of time to deal them in respect of above mentioned Nursing Staff :-</p> <ul style="list-style-type: none"> • Court cases • RTI cases • All disciplinary cases <p>In addition to above the miscellaneous work of this branch i.e.</p> <ul style="list-style-type: none"> • To deal all representation of Nursing Welfare Association which are received in bulks and consume lots of time to deal the matter. • To prepare various information required from time to time by various authorities in respect of the Nursing Staff. • To prepare quarterly, half yearly and annually information in respect of the Nursing Staff. • Various other work related to creation of posts, Audit Para, MCI, grievances on portal of GOI. • Seniority List of Staff Nurse, Nursing Sister • Various Reservation Rosters
		<ul style="list-style-type: none"> • The above said work has been done with the help of 05 Nos. of Junior Assistants. Since, only two Senior Assistants have to guide/dictate/check/verify the said work, subsequently senior assistants remain over burden. It is pertinent to mention here that the Nursing staff take leaves in bulk (i.e. EL, CCL, commuted leave, HPL, etc) and also submits resignation very frequently as comparable to other staff of this institute.

ESTATE BRANCH

Sr. No.	Name of the post	Powers and duties (in brief)
1.	Office Superintendent	<ul style="list-style-type: none"> • Being Incharge of the Branch/Section the main function of the Superintendent is to Supervise and examine the cases put up by the dealing hands and ensure that they have been properly dealt as per procedure. If any deficiency is found in the noting/proposal/drafts put up by the dealing hand, he would record his own note giving suggestions and put up the case to the competent authority for obtaining/according orders on the file. • To initiate action for timely furnishing the replies of Audit Paras to the External Audit parties. • Supply the information as asked for under RTI Act within stipulated period • To ensure that staff working under him is punctual and would mark their attendance daily & also to ensure that all the work allotted to the officials are discharged diligently and in time bound manner. • To instruct the officials working under his control that delay is not allowed for submission of cases pertaining to their respective seats and no work is lying pending with them. Records should also be maintained in proper order. • He also looks after that the rooms occupied are kept neat and systematically arranged. • To guide, encourage and motivate the juniors as well as subordinate staff to maintain cordial and healthy working environment and solve the problems in branch, if any. • To guide the staff to take up the cases personally on various levels i.e. MS, DP, SMER and others., so that the case is materialised in a time-

		<p>bound manner. Any other duty as assigned by the MS, ADA and DP.</p>
2.	Sr. Assistant (CA--III) with Record Keeper	<ul style="list-style-type: none"> • Dealing with the floating of tenders and allotment of all the shops of Block-D, Hostel Complex, Canteen of Block-B, Vending machines (Block-A & Block-C), Snack Bar, Student Hostel Mess, Nurses Hostel Mess, ATM/SBI. • Dealing with the case of Bank space. • Collection and depositing of Rent, Water and Electricity charges of various shops, canteens, Vending machines, Messes, Snack bar, ATM, Bank etc. • Preparation of tender documents. • Filing of ST Returns. • Court cases of shops. • Dealing with Jan Aushadhi Generic Drug Store. • Collection of Service Tax of the various shops. • Dealing with all the cases of allotment of govt. Accommodation of all types. • All the court cases of Govt. Accommodation. • Recovery of licence fee in respect of GMCH Pool houses. • To convene the meetings of House Allotment Committee Upper & Lower. • Dealing with complaints received against various shops, canteens. • Preparation of tender documents of various shops. • Filling the ST return of all the shops and canteens. • RTI matter pertains to Estate Branch • Reply of audit memo and audit paras. • To deal with the urgent nature of PUCs.
3.	Sr. Assistant (CA-II) With Record Keeper	<ul style="list-style-type: none"> • Maintenance of all the construction work activities of Block-A, B, C, D, E, F, J, M, N and L and repair and maintenance of houses in Sector-32, 48, 24, 41, 43, 44, 45 & 39, Old Building (O Block), UHTC-44, RHTC, Palsora and all the hostels of GMCH. • Setting up of Regional Trauma Centre. • Demarcation of land between Sarai Building and Hanuman Temple • Furnishing of Guest House in Sector-48, Residential Complex. • Administrative approval of the Rough Cost Estimates. • Dealing with the Budget provision of the construction of the Hospital Institute. • Installation and additional alteration work of the various departments of GMCH. • Transportation of Bio Medical Waste. • Dealing with the payment of service charges of Govt. Building of GMCH. • Dealing with the urgent case regarding construction and other works with Chief Engineer, Chief Architect, CPCC and other various department of GMCH. • To deal with the setting up of Mental Health Institute. • Work related to RIAHS.

		<ul style="list-style-type: none"> To deal with the various complaints like repair leakage etc. addition alteration of construction work, repair works, fire cases etc. in GMCH and Residential Complexes of GMCH and disposal of urgent nature of PUCs. Assessment of return of Water Cess and deposit under Section 6 of (Prevention and Control of Pollution) Cess Act, 1977.
4.	Steno-Typist	<p>Diary, Despatch of files and dak, maintaining CL record, Indenting stationery from Central Store and distribute the same to be dealing hands, stock entry and verification of bills of cartridges etc., Dictations and typing of minutes of meetings. Other works as assigned by the Superintendent and Medical Superintendent from time to time.</p> <ul style="list-style-type: none"> To receive all files from different departments, Medical Superintendent's office, Director Principal's office, Accounts and Audit branches To despatch all the files to different authorities(Director Principal, Medical Superintendent, Deputy Controller (F&A), HODs of various Departments, A.C. (F&A-I &II), Store-Officer after making necessary entries in dispatch register To maintain Casual/ other leave records of the officials To receive Dak (PUCs) from Diary & Despatch section, HODs of various departments and distribution of PUCs amongst the Sr. Assistants and R.K.s after making necessary entries in the receipt register To Indent the stationery , furniture & computers etc. from Central stores etc and maintain the record in the stock register. Dictations by Office Superintendent and to draft & prepare and send final replies of various letter/information's sought from time to time by Accounts Functionaries, D.P. Office, ADA office, M.S. Office and other branches etc. Dictations and preparation of minutes of the meetings.
5.	File Restorer	<ul style="list-style-type: none"> Maintenance & Record of all the files. Any other work assigned by the officers from time to time.
6.	Attendant	<ul style="list-style-type: none"> Dusting of tables, chairs and computer etc. in the branch. Delivers the dak and files from branch to the officers as well as other branches like Despatch Section, Internal Audit Branch/Accounts Branch and various departments of this Institute as the case may be. The material issued against Indent is being collected by the attendant from the Central Store. Serves tea/ coffee etc. to the officials working in the branch. Photostat work.

Department of Dietetics

1.	Chief Dietician	<ul style="list-style-type: none"> • Taking Policy decisions regarding overall functioning of the Dietetics Department. • Formulation of diet schedules for normal and therapeutic diets. • Formulation and standardization of therapeutic feeds for critically ill patients. • Planning the kitchen/equipment lay out. • Formulation of Diet charts for all stages of life, normal as well as therapeutic diet charts. • Diet Counselling of OPD and warded patients. • Diet Counselling in the diet clinic of department of Dietetics • Ensuring proper nutritional care of warded patients of the hospital. • Setting proper standards for hygiene and sanitation of the premises • Planning nutrition education activities. • Management of work of Junior Dieticians. • Research in the field of Nutrition and dietetics. • Teaching of Nutrition subject to the students of B.Sc Nursing 1st Year and Nutrition classes to Internship students. • Internship training in GMCH of Post Graduate students of Food & Nutrition of home science colleges. • Supervision of all the number and kinds of diets provided each month. • Verification of all the official catering bills, monthly diet bills for the General and Private diet for Mental Health Institute (MHI) and Monthly Diet Bill for the diet provided to General and Private Ward patients of GMCH. • Rendering advice on all matters related to Food & Nutrition to the administration. • Ensuring smooth conduct of institute hospitality. • Selection, training & supervision of personnel of Dietetics Department • Overall administration of the department. • Member of Model Jail Chandigarh to inspect the food preparation there. Round once a week keeping the department work in mind. • Surprise round of wards and food distribution. • Member of inspection committee of Hospital. Round of all eating outlets of GMCH, E Block Cafeteria, Snack bar, Shopping complex & Hostel mess.
2	Dietician	<ul style="list-style-type: none"> • Menu Planning • Checking the quality of food articles purchased by the contractor • Maintenance of safe food storage practices. • Supervision of food distribution • Training of supervision of personnel • Supervision of sanitation & hygiene of the kitchen area, cafeteria and pantries • Supervision of cafeteria services • Supervision of use of equipments

		<ul style="list-style-type: none"> • Looking after institute hospitality • Ensuring provision of adequate diets to patients • Taking regular ward rounds for nutritional assessment/therapeutic needs of patients. • Checking compilation of daily diet sheets • Diet counselling of OPD and warded patients. • Co-ordinating training of the interns and short term attachment as advised by Chief Dietician. • Report to Chief Dietician any problems that arise in food service management/nutrition care of patients. • Any other duties that may be assigned by the Chief Dietician.
3.	Junior Dietician	<ul style="list-style-type: none"> • Daily ward rounds for assessment of nutritional requirement of warded patients/diet prescription by the doctor. • To check the compliance of the patients with respect to modified diets • Master ward rounds with Chief Dietician/Dietician • Diet counselling of warded patients and providing diet charts at the time of discharge • Daily O.P.D Diet clinic for counselling of patients referred by Medicine, Surgery, Gynae, Orthopaedic, Paediatric and Psychiatry O.P.D's. • Scrutinizing and compiling of Daily Diet Requisition forms received from various General and Private Wards • Preparation of General and Private ward master diet charts • Supervision of issue of ration for preparation of patient's diet. • Supervision of food preparation and its distribution to patients in the wards. • Assisting Chief Dietician in smooth conduct of institute hospitality • Ensure hygienic practices by the food personnel • Report to Chief Dietician problems regarding day to day work.
4.	Clerk/DEO	<p>Registration of dak, maintenance of dairy, file register, file movement register, indexing and recording, typing, comparing, dispatch, preparation of official letters, submission routine and simple drafts, entry of the daily diets of the patients of the GMCH and MHI in the master charts, recording and entry of official caterings bills, monthly diet bills of patients of GMCH and MHI.</p>

Department of IT Centre

Sr. No.	Name of the post	Work Allocation (in brief)
1.	System Analyst	<ul style="list-style-type: none"> • Monitoring and supervision of activities of IT Centre. Official work of IT Centre. Maintenance of site and hardware installed in IT centre, GMCH. • Administration of Database servers (MS SQL server, MS access, PostgreSQL and Oracle (installed in IT center and MRD) and rectify all the problems related to them. • Consumables -Planning requirement of IT Centre, e-tendering system and consolidate requirement of other departments and monitoring procurement. • Attended various technical committee meeting/purchase committee meeting of the GMCH. • Assist HOD IT in day to day activities of the IT centre and other IT related activities of GMCH • Implementation and Nodal Officer of e-salary System in GMCH. Rectification of all issues related to e-salary System. • Implementation and Nodal Officer of e-tendering system above 10 lakh in GMCH. • Implementation and nodal officer of e-tendering System below 10 lakh in GMCH. Rectification of all issues related to e-tendering System • Implementation and nodal officer of e-attendance System in GMCH. Rectification of all issues related to e-attendance System • Nodal officer of NKN and SWAN projects. Rectification of all issues related to NKN and SWAN. • Technical member of project Steering Committee which was formed for e-hospital. • E-Governance initiatives of GMCH. • To taking quick action to rectify computer related problems of all the departments of GMCH. • Provide information to client under RTI. • To do the work assigned by DP/ADA/MS/HOD IT center. 16. Design and preparation of Telephone directory of GMCH. 17. The process for the networking of the ³E and ³J Block were started. • Software design, developed and implemented for keeping information of each employee like joining date, personal information etc and also keep the detail information of all the students who has done their MBBS or are still doing MBBS from GMCH. Posts related information (sanctioned posts department wise, uo number and up date etc.) are also being maintained through this software. All the reports like UO charts, faculty list etc, required by establishment branch and competent authority, are being prepared through this software. • Web based software designed, developed and implemented for invitation of online application for post of Staff Nurse, JRT, ECG Technician, MLT Gr-I, OTA, Clerk, Mortuary Supervisor, Jr. Occupational Therapist, Boiler Room Operator, Projectionist-cum-attendant, Jr. Radiotherapy Tech., Counsellor, Female Health Worker, Optometrist/Refractionist, Jr. Radiographic Tech., MLT Gr-I, Social worker, Plaster technician, Supervisor CSSD, Lab Attendant, Data Entry Operator, Pharmacist, Sr. Physiotherapist, Sr. Residents, Demonstrators, CMO, Medical Officer/Lady Medical Officer. Bank challan for depositing application fee, filled application form and bank detail of all the candidates were prepared through this software. Daily submission of newly entered candidates information in prescribed format to SBI bank.

		<ul style="list-style-type: none"> • Web based software designed, developed and implemented for invitation of online application for Admission to Course MBBS, MBBS (NRI), BDS, BDS(NRI), B.sc(BSc.MLT, BSc. Medical Technology (X-Ray), Anesthesia and OT Techniques, Bachelor of Clinical Optometry(B.Optom), BSc. Nursing and Pre Hospital Trauma Technician). Bank challan for depositing application fee, filled application form and bank detail of all the candidates were prepared through this software. Dalie submission of newly entered candidates information in prescribed format to SBI bank. • Monitoring of OPD registration module • Monitoring of Emergency registration module- Functional 23. Monitoring of IPD registration module- Functional • Monitoring of Discharge module- Functional • Monitoring of Billing (Test charges, Discharge) module- Functional • Monitoring of Blood bank module- Functional • Monitoring of Laboratories(Microbiology, Microbiology and pathology) module- Functional • Monitoring of Store and Pharmacy module Functional • Monitoring of Patient enquiry software active on GMCH website www.gmch.gov.in as well as on Kiosk • Implantation of ENT and EYE ward software. • On-line system has been developed for filling up the ACR forms of faculty by the students. • Initiated the process of implementation of prepaid card system. • Initiated the process of interfacing Diagnostic equipments -Bi-directional and Unidirectional • Started the DGS&D purchasing through GEM. • Initiated and finalize the project of purchase of bar code printer, bar code stickers, printer consumable, CAMC of entire networking and for interfacing Diagnostic equipments (Analyzers) with HIMS (e-Hospital @NIC) Proposal for rate contract for interfacing unidirectional and bidirectional analyzers total 08 nos. • SSL Layer implemented in GMCH Website. • Maintenance of Boom Barrier and CCTV cameras installed in GMCH.
2.	Computer Operator	<ul style="list-style-type: none"> • Feeding of Joining in respect of group A,B,C & D employees. • Generation of Reports as required by Establishment-I,II,III & IV • Updating of daily stock position of blood available in gmch (gmch website) • Lecturer to B.Sc(Nursing Students) and GNM, Sector 16, Chd. • Paper setting/checking/assignment of B.Sc Nursing Students. • Being a member of inspection committee, Inspection of computer and computer peripherals of various department of GMCH-32, Chandigarh. • Information prepared regarding All India Survey on Higher Education 2016 and send to the concerned department. • Making/Arrangement of PPT presentation for various departments as well as high authorities of GMCH.

- Updating of GMCH website.
- Sending email and circulars to various department and DPR
- Census of GMCH (Making of census format as desired by Census department of UT Administration, UT Chandigarh)
- Physical verification of IT Centre
- Maintaining stock register of IT Centre
- Creation, updation and publishing of limited tenders. Publishing of corrigendum/addendum as required by concerned department.
- Creation, updation and publishing of quotations on GMCH website. Publishing of corrigendum/addendum as required by concerned department
- Consumable Items – consolidate requirement of all departments and Monitoring procurement
- Hardware and software Items - consolidate the requirement of all departments and monitoring procurement
- Technical support for hardware and software to various departments of GMCH
- Maintenance of IT Centre CAMC complaint /replacement parts register.
- Helps GMCH officials in e-tendering systems and follow up to making the digital certificates of the GMCH employees.
- Public query about online appointment of doctors- To guide the general public how to take online appointment from GMCH-32 website.
- Public query about online recruitment- To guide the candidates how to fill the online application.
- Public query about online admissions - To guide the students of undergraduates, how to fill the online application.
- Online admissions to MD/MS candidates.
- Maintenance of Biometric Machine.
- GeM Training to entire GMCH employees.
- EHRMS PORTAL (APAR) Training to all establishment of GMCH
- Training of National Disability portal to concerned departments.
- Assist Incharge IT in day to day activities of the IT Centre.
- Testing of HIMS modules
- Consolidation of Niti Ayog Data and send it to quarter concerned every 1 day of the month

3.	Computer Operator	<ul style="list-style-type: none"> • Consumables consolidate requirement of all departments and Monitoring procurement. • Hardware and software -consolidate the requirement of all departments and Monitoring procurement. • Technical support for hardware and software to various departments of GMCH. • Assist Incharge IT in day to day activities of the IT Centre. • Updation of GMCH Website like OPD Schedule, faculty list, telephone directory etc. More than 20 departments related information are being maintained and updated. 6. To taking quick action to rectify computer related problems of all the departments of GMCH. • Preparation of Telephone directory of GMCH. • Maintenance of IT Centre stock register. • Maintenance of IT Centre CAMC complaint /replacement parts register. • Maintenance, creation of all the files for keeping supply orders, joining orders, resignation orders etc and dak of IT Centre. • Creation, updation and publishing of limited tenders. Publishing of corrigendum/addendum as required by concerned department. • Creation, updation and publishing of quotations on GMCH website. Publishing of corrigendum/addendum as required by concerned department. • Preparation of all the BOQ required for e-tendering system. • Helps GMCH officials in e-tendering systems. • Maintenance and Updation of IT(computer and computer peripherals procured for various departments of GMCH) inventory. • A list for computer and computer peripherals for CAMC (2018-19) was prepared. • Involved for preparation of OPD schedule for e-appointment software. • Involved for preparation of various lists required for implementation of e-office software. Consolidation of Niti Ayog Data and send it to quarter concerned every 1 day of the month • Consolidation of Digital Payment and send it to quarter concerned every 1st week of the month
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Library Department

1.		<ul style="list-style-type: none"> • Assistant Librarian: To assist Librarian in acquisition and circulation of library material. • Library Assistant: To maintain daily issue/return of reading material for the users in print form and also providing online services. • Library Restorer: To process and re shelf the reading material, used by users.